# Record auditing June 2020

In March, the Cataloging Standards Committee agreed upon the following:

SWAN will review items cataloged the previous day using the List Titles – Cataloged Yesterday report.

Cataloging libraries report inconsistencies detected while performing their daily operations.

* SWAN commits to examine 25% of cataloged records every day.
* SWAN will record inconsistencies internally on a spreadsheet– this spreadsheet will be confidential and for internal use to track follow-up
* Libraries will be contacted immediately about severe inconsistencies
* Reports will be sent out bi-monthly with inconsistencies (moderate & light)

4,452 of records fully cataloged.

25% of these records were audited : approximately 945.

Most common errors:

Missing 655 tag for fiction materials -> the great majority (if OCLC did not have 655, it was rarely added to the record)

Missing 650 \_0 -> 3% of records audited (these records had a 650 \_1)

Incorrect series formatting using 830 instead of 800 -> 2% of records audited

Missing 041, 546 (audiovisual records) -> 3% of records audited

Missing 520 on fiction -> 2% of records audited

Missing 590, 946 and/or date cataloged -> 4 % records audited

Incorrect overlay -> 1 % records audited

Foreign language records missing 041, 546, and/or 650 -> 2% of records audited

# Occasional inconsistencies (less than 1% of records audited)

Combo pack record with one 007 tag

Incorrect fiction/nonfiction facet

No |z before ISBN on split records

Missing subfield ‘b’, 3xx tags

Use of videodiscs instead of Blu-ray 300 tag (this is more common – consider it an error?)

Unformatted 505 – CD

# Communication

SWAN will contact libraries about records that need editing/revision at the end of each month, or immediately, depending on the record.